



February 27, 2015

To: Executive Board

Subject: **FY 2014/15 Business Plan Initiatives Update**

Recommendation

Receive and file the status update on the FY 2014/15 Business Plan Initiatives.

Analysis

Foothill Transit's Fiscal Year 2014/15 Business Plan & Budget includes nine major initiatives for the organization to pursue during the course of the year. Progress is underway and following is a brief status report on each initiative:

Bus Replacement Project

Foothill Transit has received 11 of 30 buses procured under the second option of our current contract with NABI. The remaining 19 buses are slated for delivery in March. These buses are similar to previous buses delivered last September 2014 with the exception that the wave livery design is being applied with paint whereas earlier coaches had the livery design applied using decals. A clear coat was added to protect the paint and provide luster. A street side exterior camera was also added to provide views of traffic flow from the street side of bus.

Comprehensive Operational Analysis (COA) Development

Foothill Transit's Comprehensive Operational Analysis (COA) development is nearing completion. The consultants are in the process of finalizing their initial recommendations based on cost restraints and results of the on-board, phone, and online customer surveys. Some elements included in the COA are an analysis of Foothill Transit's current fare structure and policy and a bus/rail interface plan to be implemented once the Gold Line extension begins operation in 2016. The initial recommendations of the COA will be presented for consideration by the Executive Board at the April 2015 Meeting and by the Governing Board at the May 2015 Annual Governing Board Meeting before going out for public comment during the summer. Following the public outreach, staff will present the final recommendations based on the public comments to the Executive and Governing Boards.



College Pass Program

The Class Pass Pilot programs continued at Mt. SAC and the University of La Verne. In October 2014 ridership from these schools surpassed one million boardings since the beginning of the program. A universal Class Pass boarding rate was set at \$0.60 per boarding and was applied to all colleges participating including Pasadena City College and Rio Hondo Community College. Staff continues to look to other schools in the area to expand the Class Pass program.

ISO 14001 Certification at Pomona

During this year the ESMS team completed the Virginia Tech ESMS Training and began updating and creating documents for the Pomona facility. After the certification audit of Pomona in April, both Foothill Transit Operations and Maintenance Facilities will be ISO 14001 certified. This certification is an international standard that businesses strive for to show that they meet sustainable standards in their day to day operations.

Arcadia Operations Contract Procurement

On July 25, 2014 the Executive Board authorized award of a four-year contract with three two-year options to Transdev for operation of transit service at the Foothill Transit Arcadia location. The following week, activities were underway to transition that service from First Transit who had provided that service since July of 2012. This involved a thorough inspection and audit of all Foothill Transit owned fleet, facility, furnishings and equipment and First Transit was given until late September to complete any necessary repairs.

The contract transition took place on October 5, and service has shown marked improvement after some decline as is customary during a contract transition period. Staff has been monitoring service delivery to ensure high quality customer service, and the new contractor has effectively managed the transition and is moving forward with delivering service pursuant to the terms of our agreement.

SMARTBus System (SBS) Replacement

Procurement planning activities are currently underway and members of Foothill Transit's technical consultant team, IBI Group have been working closely with staff to respond to the first and second round of procurement related questions subsequent to the release of the request for proposals (RFP) in January 2015. Implementation of this project will also necessitate



the transition from an analog radio system to a digital radio system, which will require a new agreement with a voice and data radio provider. A recommendation to the Executive Board for contract award is slated for the June 2015 meeting. Full implementation of the project is expected in 2017.

Foothill Transit Demonstration Video “Origins and Destinations”

In order to strengthen Foothill Transit’s culture and identity throughout the organization, the Origins and Destinations video will focus on where we as an organization have come from and where we are going. The goal is that everyone in the organization – employees, contractors, board members – will be aware of Foothill Transit’s foundations and vision. This video is envisioned as a tool to ensure that staff at all levels of the organization are aware of and aligned with Foothill Transit’s mission and our unique traditions, values, and history. An RFP was released in early December 2014 and that procurement was recently canceled in the best interest of Foothill Transit. Staff will be rewriting and releasing a new RFP in the coming weeks.

San Gabriel Valley Park & Ride Facilities

Azusa Park & Ride

Phase II design for the Azusa Intermodal Parking Facility is complete and plans were approved in August 2014. The four-level, 547 space parking facility will include spaces for Foothill Transit, City of Azusa and Metro Gold Line. Demolition and relocation of existing utilities commenced in January 2015. Substantial completion is anticipated by mid-December 2015.

West Covina Park & Ride

The location previously identified for construction of a Transit Center, Transit Store and new Park & Ride structure at the West Covina Plaza mall is no longer viable. A new location just west of the mall has been identified, but the site is currently on hold until discussions with the current property owner can be made. In the meantime, another possible location in the Covina area has been identified for a future surface Park & Ride lot. Discussions are ongoing with the property owner and City for additional information. In March, a Request for Proposal (RFP) for environmental services will be solicited for potential Park & Rides in the West Covina and Covina area.

Legislative Advocacy

Foothill Transit continues to maintain the strong relationships we have developed with our federal and state legislative delegation members and



their staff and began developing relationships with our newest delegation members resulting from the 2010 census redistricting. This was done through capitol and district office meetings and regular attendance at events where they were featured speakers. This strategy will continue as we develop relationships with our newest delegation members resulting from the November, 2014 election.

Staff will continue to pursue attainment of each initiative during FY 2014/15 and will report progress made on each in Foothill Transit's FY 2015/16 Business Plan. In addition to these agency-wide initiatives, staff continues to pursue attainment of the many department-specific initiatives included in the Business Plan.

Sincerely,

Kevin McDonald
Deputy Executive Director

Doran J. Barnes
Executive Director